

TAB D-4: ADMINISTRATION		
	ITEM	REFERENCE
1.	Is there an official set of CAP publications for the unit? a. Are publications posted correctly? b. Are publications and forms spot-checked every 6 months and are the spot-checks documented? c. Are supplements and OIs kept to an absolute minimum?	CAPR 5-4 Para 2b(1) CAPR 5-4 Para 1g CAPR 5-4 Para 2a CAPR 5-4 Para 3
2.	Are procedures in place to ensure the most cost effective means available are being used to communicate with unit members, subordinate units, other states and regions, and the National Headquarters? a. Are administrative communications clear and concise? b. Are letters prepared in proper style? c. Does wing letterhead contain required information/format? d. What procedures are there to ensure prompt action on all communications. e. Are records filed properly? f. Are cut-off instructions followed? g. Are records screened for historical significance? h. Are administrative authorizations prepared in proper format?	CAPR 10-1 Para 2d CAPR 10-1 Para 3a CAPR 10-1 Para 4 CAPR 10-1 Para 5 CAPR 10-1 Para 6 CAPR 10-2 CAPR 10-2 Para 9 CAPR 10-2 Para 10 CAPR 10-3
3.	Are electronic methods used in processing your administration program? If so, show a. folders and files on the computer b. e-mails (in and out) NOTE: Conduct frequent back-up of files and store back-ups in another building.	
4.	How do you determine the effectiveness of your wing administration program? Do you: a. have required CAP publications and forms (electronic copies are acceptable)? b. have required files (hard copy or electronic) for the current year and past year(s)? c. notify members at or below wing level of reports or forms that are due? d. have any outstanding suspense actions? If so, are there follow-up actions?	